

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL/HUMAN RESOURCES**

DATE: **SEPTEMBER 12, 2007**

**Committee Members Present:**

Supervisors Gabriels  
Kenny  
Haskell  
Belden  
Stec  
F. Thomas  
Sokol

**Others Present:**

William Thomas, Chairman  
Hal Payne, Commissioner of Administrative  
and Fiscal Services  
Joan Sady, Clerk  
Paul Dusek, County Attorney  
Supervisor Bentley  
Supervisor Caimano  
Supervisor Geraghty  
Rich Kelly, Personnel Officer  
Todd Lunt, Director, Human Resources  
William Lamy, Superintendent, DPW  
Pat Auer, Director, Public Health  
John Adams, Probation  
Nicole Livingston, Deputy Clerk

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Mr. Gabriels called the Personnel/Human Resources Committee meeting to order at 9:05 a.m.

**Motion** was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve the minutes of the August 8, 2007 Personnel/Human Resources Committee meeting, subject to correction by the Clerk.

Copies of the Personnel/Human Resources Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Gabriels advised Item 1 was a referral from the Criminal Justice Committee, Probation Department, requesting to fill the vacant position of part-time Probation Officer #12, base salary of \$20,630, Grade 19, Employee No. 8929, due to resignation.

**Motion** was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to approve Item 1 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels stated Items 2A through D were referrals from the DPW Committee. Item 2A, he said, was a request to create a new position of Auto Mechanic, base salary of \$29,191, Grade 9 and to delete the position of Automotive Parts Clerk, base salary of \$25,652, Grade 6, thereby amending the Department's Table of Organization and the Warren County Salary and Compensation Plan for 2007. He added Item 2B was a request to fill the vacant position of Auto Mechanic, base salary of \$29,191, Grade 9, due to creation of the position. He noted Item 2C was a request to fill the vacant

position of Auto Mechanic, base salary of \$29,191, Grade 9, Employee No. 10520, due to resignation.

**Motion** was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to approve Items 2A through C as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes and the necessary resolution was authorized for the next Board meeting.

Continuing, Mr. Gabriels apprised Item 2D was a request to fill the vacant position of Airport Maintenance Worker #3, base salary of \$28,203, Grade 8, Employee No. 11097, due to resignation. He noted that the Commissioner of Administrative and Fiscal Services had objected to filling this vacancy.

**Motion** was made by Mr. Haskell and seconded by Mr. Kenny for discussion.

Mr. Haskell explained that he had received a phone call from the Airport Manager, Marshall Stevens, who had advised him that this resignation had occurred after the Airport Committee meeting and it was critical to hire and train a new employee prior to snowfall.

Hal Payne, Commissioner of Administrative and Fiscal Services, advised that he had opposed the filling of this position because eventually positions needed to be eliminated and he felt this was a place to start. He added that the preliminary budgets had been received for 2008 and it did not look good. He further stated that the problem with this position was that it was a pay grade 8 which had the potential to draw a current DPW employee away from the Highway Department due to the higher salary.

William Lamy, Superintendent of DPW, distributed a memo to the Committee members from Mr. Stevens, a copy of which is on file with the minutes. He noted that the memo contained a justification for the position prepared by Mr. Stevens. He highlighted comments made by Mr. Stevens within the document, and stated that the loss of this employee at the Airport would be a reduction of 20% of the workforce there. He noted that when looking at the possibility of eliminating a position, the workload that would be impacted needed to be taken into consideration as well. Mr. Lamy further explained that in the winter season, if this position was not filled, snow removal would take longer thereby resulting in a greater level of fatigue for the remaining crew. He said the existing crew would also require more overtime at higher rates than a new employee would make.

Mr. Belden questioned if this would be a laborer position and Mr. Lamy replied that the Airport Maintenance staffing was comprised of the Airport Maintenance Worker title. He advised it had been through the Civil Service job definitions and he recommended it remain that way. He further stated that the Airport was unique in that all the employees held the same titles giving the advantage that all employees could do all the

work at the Airport.

Mr. Belden asked if Mr. Lamy would fill this position from within the DPW. Mr. Lamy explained when there was a vacancy he would post it and allow any employee within the DPW umbrella that was qualified to interview for the position. He advised that the positions at the Airport were higher paying jobs than those of the Highway Crews; therefore, he said, if there was an opportunity for promotion for an employee from the Highway Department he would look very strongly at that candidate.

Discussion ensued regarding the maintenance work done at the Airport. Mr. Lamy clarified this was a full time position to support the Airport on a year-round basis.

Mr. Kenny apprised that Committee members were continually asking departments to do more with less; however, he said, how would they know if a department could survive with less employees unless they tried. He added that he would vote in opposition to this request.

Following the discussion, Mr. Gabriels called the question and the **motion** to approve the request to fill the vacant position of Airport Maintenance Worker #3 failed, due to Messrs. Stec, Sokol, Kenny and F. Thomas voting in opposition.

Returning to the Agenda review, Mr. Gabriels expounded Item 3 was a referral from the Fire Prevention & Control Committee requesting to amend Resolution No. 512 of 2007, Amending the Table of Organization. He explained that the Account Clerk, Grade 4, title should remain in the Department's Table of Organization, unfunded, pending the successful completion of the Civil Service exam for the Secretary/Code Enforcement Officer, by the employee currently in the Account Clerk position.

**Motion** was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Gabriels stated Items 4A and B were referrals from the Health Services Committee. The first, he said, was a request to fill the vacant position of Community Health Nurse, base salary of \$39,948, Grade 20, Employee No. 11284, due to resignation.

**Motion** was made by Mr. F. Thomas, seconded by Mr. Haskell and carried by majority vote to approve the request as outlined above, with Messrs. Stec and Belden voting in opposition. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels advised Item 4B was a request to reclassify the position of Registered Professional Nurse (RPN), base salary of \$38,308, Grade 19 and to delete the position of Community Health Nurse, base salary of \$39,948, Grade 20; thereby amending the Department's Table of Organization.

**Motion** was made by Mr. Kenny and seconded by Mr. F. Thomas for discussion.

Mr. Kenny commented this request seemed to occur quite frequently in the Health Department and he questioned why that was. Pat Auer, Director of Public Health, explained that the Community Health Nurse position was created a few years ago to allow nurses that had been employed with the County for a number of years the opportunity to be promoted into an upgraded position despite the fact that they did not hold a Bachelor's Degree. She further stated that she was very thankful to have a number of employees in the Department that had tremendous experience, which translated into the services provided to the community. Ms. Auer advised that when someone resigned from the Community Health Nurse position she needed to backfill the position with a Registered Professional Nurse.

Mr. Dusek entered the meeting at 9:31 a.m.

Following the discussion, Mr. Gabriels called the question and the **motion** was carried unanimously to approve Item 4B as outlined above, and the necessary resolution was authorized for the next Board meeting.

Mr. Gabriels stated Item 5 was a referral from the Sheriff and Communications Committee, requesting to fill the vacant position of Patrol Officer, base salary of \$29,500, Employee No. 10836, due to resignation.

**Motion** was made by Mr. Haskell and seconded by Mr. Kenny for discussion.

Mr. Kenny asked Sheriff Cleveland if he could continue to run his Department effectively without filling this position. Sheriff Cleveland responded if that was what the Committee chose to do that would be fine; however, he said, he would have to cut back on services that his Department provided. He noted that the workloads had increased and he had less staff to maintain that workload. Mr. Haskell pointed out that the overtime in the Sheriff's Department was already \$286,000.

Following discussion, Mr. Gabriels called the question and the **motion** to approve the request to fill the vacant position of Patrol Officer failed, due to Messrs. Stec, Belden, Kenny and Sokol voting in opposition.

Concluding the Agenda review, Mr. Gabriels said Item 6 was a request from Todd Lunt, Human Resources Director, to address the Committee on three particular items.

Mr. Lunt advised he was looking to reinstate a Wellness Fair which had been held in the past. He said he was interested in holding this in the fall, probably the first week in November, prior to the end of Open Enrollment for 2008 benefits. He added that he had been in contact with Capital Financial who was interested in participating, as was the County Wellness Committee out of Public Health and MH Net, the County's EAP (Employee Assistance Program) provider.

Mr. Lunt said the second item he wished to address concerned a County Policy being developed which would mandate a defensive driving course for all County employees who were maintained in the County's drivers' data base. He noted the details were still being worked out. He added that the trainer and the materials for such courses were in place and they would begin with training for the nurses next month.

Mr. Haskell commented that he thought that the County's insurance carrier had proposed that they would provide instructors for a defensive driving course and questioned where the instructor that Mr. Lunt referred to was coming from. Mr. Lunt replied the instructor was in Public Health and had been trained to instruct this type of course. Mr. Belden requested Mr. Lunt to check with the insurance carrier to determine if they would be providing instructors for the courses, as well as if there were any additional insurance credits the County could receive by mandating a defensive driving course for all County employees.

Paul Dusek, County Attorney, added they were currently in the middle of a policy review period and it would be appropriate to raise those questions during that time. Mr. Dusek noted there would be costs associated with this policy that would need to be budgeted.

**Motion** was made by Mr. Belden and seconded by Mr. Kenny to establish a mandatory policy on defensive driving courses for all County employees who were maintained in the County's drivers' data base.

Mr. Haskell questioned what the total cost would be to implement such a policy. Mr. Lunt stated that if the insurance carrier was going to provide a certified trainer, then the only costs to the County would be for the materials associated with the training.

Discussion ensued. Following discussion, it was determined additional information was needed prior to adopting a resolution implementing a County Policy. Mr. Dusek suggested that the matter be held for one month until the necessary information was obtained.

Mr. Belden withdrew his **motion**, and Mr. Kenny withdrew his second to the **motion**.

Mr. Lunt apprised the final item he wished to discuss was regarding a suspicious phone call that was received by the DMV (Department of Motor Vehicles) on August 29, 2007 and the steps that had been taken since the call was received. He explained that the individual that called was asking about security cameras in the DMV and where the cameras were located. When the DMV employee questioned who the person was and where they were calling from the caller hung up. The employees' Supervisor contacted Sheriff Cleveland who sent a Patrol Officer over to the Department and there was now an on-going investigation. He added that a Patrol Sergeant met with the DMV and County Clerk employees yesterday regarding safety procedures.

Prior to adjournment, Mr. Lamy said he wanted to make sure the Committee was aware of what they had approved. He stated that the approved positions for the Maintenance Shop in Warrensburg resulted in a savings to the County of \$2,500. He also questioned if the Committee was interested in him researching the possibility of a different title for the position of Airport Maintenance Worker and Mr. Belden advised Mr. Lamy to pursue the different options and report back to the Committee at a later date.

Sheriff Cleveland asked if the position of Patrol Officer that was voted down earlier in the meeting was being abolished or just not being filled at this time. Mr. Gabriels clarified that the Committee had voted not to fill the position at this time. Mr. Stec added it would be a Budget issue; however, he said, he would like to see the position remain in the Table of Organization unfunded.

There being no further business to come before the Committee, on **motion** by Mr. Stec and seconded by Mr. Belden, Mr. Gabriels adjourned the meeting at 9:48 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk